



**State of North Carolina
Office of Information Technology Services**

Pat McCrory
Governor

Chris Estes
State Chief Information Officer

Memorandum

To: Agency Heads
Agency CIOs

From: Chris Estes *CS*

Subject: Agency Business Continuity Plans

Date: July 17, 2013

2012 Business Continuity Plan (BCP)

Our Enterprise Security and Risk Management Office (ESRMO) evaluated your agency's 2012 plan against key information technology criteria. The evaluation is enclosed. The BCP Administrator for your agency was given an opportunity to review and provide comments on a draft of the evaluation. Information contained within the reports should assist your agency with future business continuity efforts.

Overall, plans continue to show improvement over prior year submissions and should provide you greater confidence in your ability to recover in the event of a disaster. While we make every effort to back up and protect the data housed at ITS, it is incumbent on all agencies to test critical applications annually and ensure there is an appropriate level of equipment available for the applications to be restored.

2013 Business Continuity Plans

Your 2013 BCP, along with the submission memo (Attachment A) should be submitted to my office no later than October 31, 2013. ESRMO staff will again review plans and provide feedback. The 2013 criteria by which the BCP will be evaluated are also enclosed as Attachment B. As a reminder, BCPs are required by G.S. 147-33.89.

You should focus on reviewing the overall plan and ensuring the critical applications and dependencies are well documented. It remains imperative for agencies to fully understand the relationships between their critical systems and processes and the supporting components to ensure the success of business continuity and disaster recovery planning.

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Several training opportunities will be offered this year to enhance cyber and business continuity management strengths. I encourage your BCP Administrators and Security Liaisons to participate.

For questions about the Enterprise IT Business Continuity Management Program, you can contact Chip Moore (919-754-6300; Chip.Moore@nc.gov), Debora Antley (919-754-6231; Debora.Antley@nc.gov), or Janice Hunter (919-754-6232; Janice.G.Hunter@nc.gov). Please do not hesitate to let me know if we can be of further assistance.

Attachments: 2012 Business Continuity Plan Review
Business Continuity Plan Review Checklist for 2013
Business Continuity Submission Memo

c: Kristen Culler, Deputy State Chief Information Officer/Chief Process Officer
Chip Moore, State Chief Information Security Officer
Agency Business Continuity Management Administrators